

POSITION POSTING

FUNCTIONAL TITLE: Administrative Assistant - Legal
LOCATION: Massachusetts Teachers' Retirement System
500 Rutherford Avenue, Suite 210
Charlestown, MA 02129
STARTING SALARY: \$40,000
DATE OF POSTING: January 9, 2023
APPLICATION DEADLINE: Applicants will be considered on a rolling basis.
Position will remain open until filled.

The Massachusetts Teachers' Retirement System (MTRS) is the pension plan for the Commonwealth's public-school educators. The plan provides retirement, disability, and survivor benefits to more than 67,000 recipients and maintains and services retirement accounts for over 94,000 active members and 30,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from over 420 local school districts.

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the General Counsel, the legal unit's administrative assistant assists members of the MTRS and supports the legal unit by performing the following:

Disability

- Entering disability application information into databases and requesting service estimates.
- Sending requests for Employer Statements/ personnel files to employers.
- Requesting medical records identified on disability applications.
- Following up on medical/employer record requests.
- Monitoring the Citrix Fileshare folder and saving received documents to appropriate member files.
- Scanning medical and employer records upon receipt.
- Scheduling pre-medical panel conferences.
- Follow-up on missing or invalid Physician Statements.
- Requesting records identified post pre-medical panel conferences.
- Copying Board reports/records (documents to be reviewed by attorney and/or paralegal prior to release).
- Copying/scanning file associated with member and/or attorney requests (documents to be reviewed by attorney and/or paralegal prior to release).
- Sending files to MTRS Springfield office for benefit processing.
- Receiving files from Springfield office.
- Sending files to storage.

- Maintaining disability files in cabinet and legal file room in an orderly manner.

Section 91A – Terminations

- Sending out form letters to disability retirement recipients.
- Scheduling hearings for non-compliant recipients.
- Sending out Notices of Hearing for non-compliant recipients.

Forfeiture

- Attending forfeiture review meetings and updating database, as directed.
- Following up on requests for documents to court/attorneys.
- Copying/scanning records associated with member/attorney requests (documents to be reviewed by attorney and/or paralegal prior to release).

Litigation

- Scanning/copying litigation files and/or exhibits at the direction of attorney.
- Creating entry in database and MyTRS.
- Assisting attorneys, as needed.

Domestic Relations Orders (DROs)

- Logging receipt of DROs on spreadsheet.
- Monthly distribution and collection of draft DROs to/from attorneys.
- Generating and mailing DRO approval notices (Draft and Final).

General

- Organize, label, and then image closed cases.
- Assignments and/or projects as directed by General Counsel.

QUALIFICATIONS REQUIRED:

- Minimum of high school diploma, or GED.
- Excellent organizational skills, flexible, and able to handle a multitude of tasks.
- Desire to work in an environment committed to teamwork and quality service.
- Ability to communicate effectively and professionally with coworkers, members, and the public.
- Ability to follow instructions and function both independently and as a member of a team.
- Ability to maintain harmonious relationships with the members, employers, and MTRS staff.
- Commitment to competent, compassionate and quality service at all times.
- Business experience with Microsoft Excel, and Word.
- Experience with member/customer/client databases required.
- Ability to travel to and from the workplace.

EXPECTED HOURS OF WORK

New hires are required to report to the office five days per week for 90 calendar days. Thereafter, they may apply for a hybrid telework schedule (Generally, 2 days in office and 3 day remote.) Hours of work are flexible, but are generally, Monday through Friday, 8 AM to 4 PM, 9 AM to 5 PM (30-minute lunch), 7:45 AM to 4:00 PM, or 8:45 AM to 5 PM (45-minute lunch). This position may require extended hours.

APPLICATION PROCESS

Interested applicants must apply online through *MassCareers* at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent>

Applicants are required to submit a cover letter and résumé to Robert Fabino, Director of Human Resources and Legal Affairs, within the MassCareers portal. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of Administrative Assistant-Legal with the MTRS. (See MTRS website for background at www.mass.gov/mtrs). Applicants who do not submit a cover letter will not be considered. Selected applicants will be invited to take a test designed to evaluate their basic writing, math and computer skills.

The MTRS requires staff to have received the COVID-19 vaccination as a condition of employment. Staff are also encouraged to receive a booster. To be considered fully vaccinated, individuals must have received two doses of the approved Pfizer/Moderna COVID-19 vaccine or single dose of the Johnson & Johnson COVID19 vaccine. Finalists will be given details about how to demonstrate receipt of vaccination.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*